

HARBORSIDE CONDOMINIUM TRUST

TRUSTEE MEETING MINUTES

JANUARY 2012

The January meeting of the Harborside Condominium Trust Board of Trustees was held January 11, 2012. In attendance were Trustees Warren Hendriks, Don Nowland and Jim Walters. A quorum was present.

Also in attendance were homeowners Joyce Raymond and William Siddall.

1. HOMEOWNER ITEMS

Emergency Egress, Building B Fire Escape Redesign: This project is still in progress. Don Nowland will follow up and schedule meeting with the Trust, Bob Ives, and The Fire Inspector next week.

Building B Mechanical Room Update: Management provided update. The sheetrock portion of project is complete. The additional plumbing and mechanical portion are done and is currently in an inspectional phase. Management anticipates that the plumbing inspector will require an additional air intake system because of the sealants now in the room. The Fire electrical requirements are complete and have been inspected. The special order access door is expected soon. The air intake system will need to be installed first, then the door, then final inspections.

Boiler Inspections: Owner Siddall questioned why it took so long from the time the boiler units were inspected to the time management sent out notices to owners. Management explained that there was a delay with the vendor, probably a result of old management information, and that these reports were not available until December 2011. Management expects that the inspections at end of 2012 will be timelier. Management was asked to send the Bartlett & Steadman report to him.

Management was instructed to follow up on the replacement/repair of the two "old" boilers previously communicated to their owners {B3 and B6}. Trustee Nowland expressed concern that because of the new configuration in the Mechanical Room, Owner Martin may have difficulty installing unit. Maintenance should connect with owner Martin to discuss space constraints.

Building B Crawlspace: Over the past month, maintenance has monitored the water flow in the crawlspace. Maintenance has removed the damming effect the previous concrete had created, which was allowing water to enter into unit B9. There has been no moisture in unit B9. Maintenance has suggested an additional sump pump to be installed into the crawlspace to help redirect the water during heavy rain falls as well as to work as a backup system.

Management was instructed to have Ken Louf schedule meeting with Don Nowland to review the progress to date, confirm no water penetration into unit B9, and discuss additional suggestions for the crawlspace.

Joanne Woodman: (From November Board Meeting): Requested that the Trustees adjust water metering to account for the different accounting of water usage among Harborside buildings, and implement via the Common Element Fees. Management to contact Owner Michaud for any knowledge or history as it relates to the water/sewer. This could possibly be a large clerical project in that adjustments to common elements may be necessary.

Trustee Nowland stated that owner Jean McKeon may have some information and or records that would provide explanation.

Landscaping: Management to create Request for Proposal for February Board Meeting.

Breeze coming from C1 into C4: (From December Board Meeting) Owner McKeon stated that there still is a breeze from lack of insulation when the wind hits the building from a particular angle. This was a result when work was done in Unit C1. Management explained they had spoken to owner Alves and he was going to install additional insulation where there may still be a small cavity.

Management to follow up with owner Alves.

Leak in Unit D1: Owner Coolidge noticed spots or what appeared to be mold in a spare bedroom. Maintenance responded and in the spare bedroom (an unused room), the back wall had mold. This room was not warmed and had moisture issues. A section of the sheetrock was removed. The cavity was dry and well insulated. The section of wall was replaced and the owner satisfied with services.

2. SEAWALL

Management was instructed to contact Smith Marine to get Harborside Condominium Trust on their Spring Schedule. An April 1 deadline has been established to complete the seawall repair and maintenance. It is important that the work be done before the docks go into the water.

At this time, the Retaining Wall work will be deferred until further notice.
The Sea Wall maintenance must get done.

3. CHIMNEY INSPECTIONS:

Management to follow up on all owners whose chimneys have not been inspected.

4. FINANCIAL REPORTING:

LOAN: All owners who elected to pay their assessment in full paid by the December 31, 2011 with the exception of two owners. At the time of the meeting, Management had received payment on these accounts.

All monies deposited into the Marblehead Checking account, of which loan payments will automatically be paid from.

5. DEFERRED PROJECTS

The Board determined that because of current economic conditions it is appropriate to continue the deferment of the following projects: B Building roof replacement; D-1/D-2/D-3 total deck refurbishment; repair of low areas in the parking lot; seal coating and lining of parking lot; composite refurbishment of the north dock; the addition of blue stone at the C Building entry, and replacement of Building B rear foundation flashing.

In addition, the Board has decided to consider a new Infrastructure Review and Report, as follow up to the mid-90's Goddard Report. Trustee Nowland will make copies of the Goddard Report available to the Board.

6. MISCELLANEOUS

Owner Hendriks will have the cans and the bottles under Bldg A removed

Owner Hendriks confirmed no plumbing issue with toilet, just an adjustment needed. Owner Hendriks to make sure it is working properly before water is turned on.

7. LESLEY MANAGEMENT will attend to the following:

- Place a metal storage locker for paint supplies in the storage-electric room of Building B. [Ken Louf to meet with Don Nowland re: metal storage bin]
- Have fire egress gate installed on deck of D6, and confirm with owner B7/B8 that they are aware of the redesigned fire escape route.
- Add Insurance Values of the building as an agenda item for The February meeting, and request that our Insurance Agent attend the March Trustees Meeting.
- Have the drains cleaned, top grates taken off and cleaned up of leaves in the walkway between the B and D buildings.
- Have Aulson Roofing inspect the new stack installed. It has quite a tilt. Also have them check out the new vent to ensure proper installation.
- Have Aulson Roofing inspect the area pointed out by owner Raymond, (materials lifting at edge)
- Have the missing wood on the bottom lattice of Building A replaced.
- Repair the rotted wood area under the A1 unit window.
- Have timers adjusted.

- Check the schedule for the main sewer drain servicing.
- Ensure all chimney cleanings are complete.
- Ensure Trustee Nowland’s certificate is registered.
- Continue to secure all outstanding tenant lease information. If necessary, draft a letter for the Trustees review requesting the information.
- Create a separate listing of payments from the Loan Checking account, for reviews of actual spending from the Special Assessment.
- Ensure all Monthly Trustees Meeting minutes are being posted on the Harborside website.
- Create January letter to Owner for 2011 Financial Recap.

8. HARBORSIDE WEBSITE

For your information, the website is: www.harborsidecondos.net
User Name: owner
Password: peace

9. ADJOURNMENT

There being no further business of the Harborside Condominium Trust Board of Trustees, the meeting adjourned at 4:30 p.m.

The next meeting of the Harborside Condominium Trust Board of Trustees will be held Wednesday, February 8, 2012 at 3:00 PM via phone conference... All homeowners are encouraged to participate.

Please join us by conference call by calling 1-866-393-8073. You will be prompted to enter the meeting number *1169611*

If you are the first to arrive at the meeting site, you will be prompted to enter the “moderator code”. The moderator code is *1631*

.....